

#### **AIM QUICK FIXES**



#### **Creating Report Cards in the Montana Edition (Value Added)**

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state to print student report cards. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

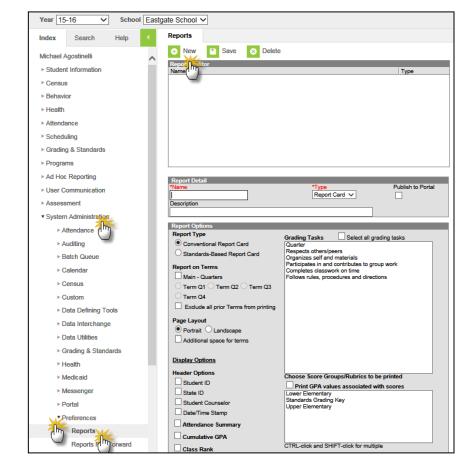
### SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Creating Reports

Reports (including report cards, transcripts and schedules) are created by year and school. However, these reports may be rolled from one year to the next.

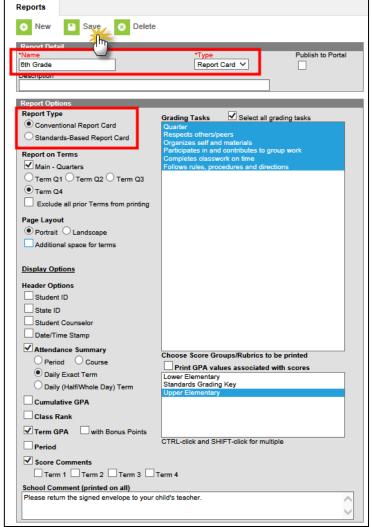
Choose the *Year* and *School*. From the **Index**, expand **System Administration** and **Preferences**. Select *Reports*.

Click New.

**NOTE:** Report Cards may be created by Term (6<sup>th</sup> grade Q1, 6<sup>th</sup> grade Q2), by grade (6<sup>th</sup> grade, 5<sup>th</sup> grade), or by group (upper elementary, lower elementary). To differentiate the final report card (which may include next year's class placement), create a "final" report card format (6<sup>th</sup> grade, 6<sup>th</sup> grade final).







For a **Standards-Based Report Card**, choose the *Standards Display Options* (to print by *Term*, select *Display All Scores*).

Select Placement and Signature Options, Page Layout (Landscape works best), and Display Options.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click Save.



Choose *Report Type*. For a report that includes a combination of letter grades and standards, select *Standards-Based Report Card*.

Give the report a Name and select Type.

For a **Conventional Report Card**, choose the *Terms* (if choosing the last term, all terms will print unless the *Exclude all prior Terms from printing* box is checked).

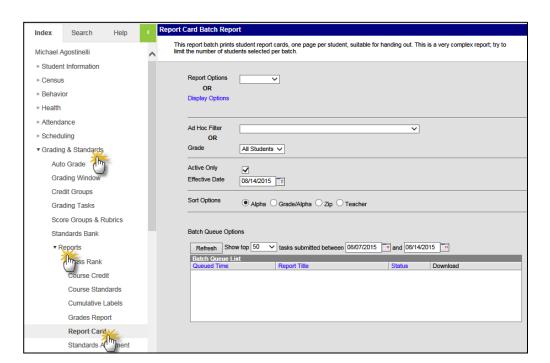
Select Layout and Display Options.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click Save.

Report Options	
Report Type	Grading Tasks Select all grading tasks
Conventional Report Card	Quarter Respects others/peers
Standards-Based Report Card	Organizes self and materials
Standards Display Options	Participates in and contributes to group work Completes classwork on time
Display All Scores	Follows rules, procedures and directions
O Display Best Score Only	
O Display Most Recent Score Only	
Placement and Signature Options	
Next Year Placement Line	
✓ Teacher Signature Line	
Principal Signature Line	
✓ Parent Signature Line	
Page Layout	
O Portrait O Landscape	
Additional space for terms	
(recommended for more than 5 terms)	
Display Options	
Header Options	Choose Score Groups/Rubrics to be printed
Student ID	Print GPA values associated with scores Lower Elementary
State ID	Standards Grading Key
Student Counselor	Upper Elementary
Date/Time Stamp	
✓ Attendance Summary	
O Period O Course	CTRL-click and SHIFT-click for multiple
Daily Exact Term	CTRE-dick and Shir I-dick for Hulliple
O Daily (Half/Whole Day) Term	
Cumulative GPA	
Class Rank	
Term GPA	
Period	
Score Comments	
✓ Term 1 ✓ Term 2 ✓ Term 3	✓ Term 4
School Comment (printed on all)	
O Print at Beginning Print at E	
Please return the signed envelope to yo	our child's teacher.
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## SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Printing Report Cards by Group

Users assigned to the **Teachers** group do not have the rights necessary to print report cards.

Further, it is recommended that the grading window be closed prior to printing report cards.

From the Index, expand Grading & Standards and Reports.

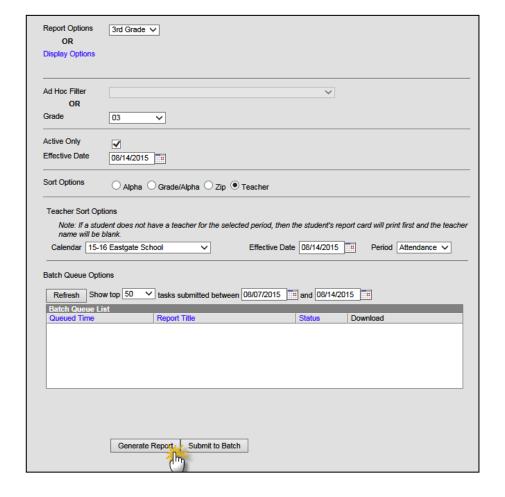
Select Report Card.

Choose a previously created report or select *Display Options* (no option to save the created report).

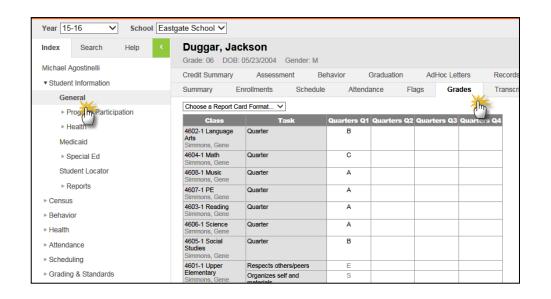
Choose the *Grade* and *Sort Options*.

#### Click **Generate Report**.

**NOTE:** To print report cards for a class of students, create a **Selection Editor Ad Hoc Filter** or within the report card *Sort Options*, choose *Teacher* and print only those pages.







# SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Printing Report Cards by Student

Individual report cards may be printed from the Student Information module.

From the Index, expand Student Information and General. Click the Grades tab.

Select a report from the *Choose* a *Report Card Format* dropdown.

The report will open in PDF format for viewing and/or printing.

tudent: Dua	gar, Jackson					ELEMENTA	ARY			
	-								rm	
	gate School					PE	Q1	Q2	Q3	Q4
eacher: N/A						Quarter	A			
						Quarter	Λ			
	ATTEN	ANCE				ELEMENTA	ARY			
Term								Term		
Days Present	33	0	0		0		Q1	Q2	Q3	Q4
Days Absent	0	0	1 0		0	Respects others/peers	E			
Periods Tardy	0	0	0		0	Organizes self and materials	S			
						Term 1 Comments: Jackson is very org	ganized	-		
Academic Pe	rformance L Elementary		Lower			Participates in and contributes to gro				
Name			core			Completes classwork on time	N			
Advanced		1		$\dashv$		Term 1 Comments: Jackson needs to v	work on retun	ning hi	8	
Proficient		2		7		homework to class on time		_		
Nearing Proficier	ncy	3				Follows rules, procedures and	S			
Novice		4							1	
Stand Name	: Performanc dards Gradin	e Level	for core			directions  *Comments: Please return the syour child's teacher.	signed en	velo	oe to	
Stan	dards Gradin	e Level	for core			*Comments: Please return the s your child's teacher.		velop	pe to	
Name Excellent Satisfactory	dards Gradin	e Level	for core			*Comments: Please return the s		velop	pe to	
Name Excellent Satisfactory	dards Gradin	e Level	for core	Torm		*Comments: Please return the s your child's teacher.  Teacher Signa	ature	velop	pe to	
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